

## HINTS: SUCCESSFUL COLLECTION OF SURVEY FORMS FOR COORDINATORS

- Tape or paste the homeroom/classroom rosters to a large envelope. Have teachers check off names of students who have turned in survey forms. If any names are unchecked, send the envelope back with blank survey forms and highlight the names for the teacher to work on. The envelopes may go back and forth until the survey is completed.
- Provide the teacher memo and checklist to each classroom.
- Keep survey forms in a safe place while working on them and have them grouped by classroom until all survey forms are returned. List names of missing survey forms on top of each group so you will know which teachers need to contact which students.
- Notify teachers immediately when survey forms are missing or lacking information.
- Teachers should decide how to encourage the students to return the survey forms.
- School/Teachers may not use detention or other disciplinary actions to encourage the return of the survey form.
- Ask Teachers to encourage parents to fill out the survey form either through Parent Portal or via paper form when they come in for parent conferences or other class business.
- Provide the entire school reward for meeting a school wide goal – enlist your Principal or administration.
- Keep a list of missing survey forms at the front desk. Take every opportunity to have parents fill out the survey form as they come into the office on other business.
- Use the methods that work best for your school and community. Not all of the methods are appropriate for your school.
- Arrange a meeting in the auditorium for students who have not returned their survey forms to explain the importance of the survey and request them to participate.
- **Be prepared to explain how the survey benefits students directly and that we need every survey completed.**
- If families have questions or concerns, please refer them to site administrator(s).
- Keep at it! Your work is vital to the financial wellbeing of the District and your school.
- Keep your Administration informed of collection progress.
- Collection is an entire school responsibility – Coordinators are responsible for tracking and facilitating distribution and collection but making it a school wide priority requires involvement of the entire staff.

- For schools with families on CalWORKS, have a survey form ready for the parent to fill out in exchange for the proof of school attendance for social services.
- It is important to maintain a good rapport with the parents and not alienate them. Explain that the information is completely confidential and that it helps the district obtain money, allowed for by public law. If a parent/guardian still refuses, even after you have explained the need, make a note of it and send it in with the completed forms.